

People Work



Mr. Smith tells staff he is having a difficult time finding a better paying job than his last one. Mr. Smith is given a list of verification documents.

An appointment is scheduled for WIA enrollment and an individualized career counseling session. Before Mr. Smith leaves, staff collect address, birth date and work history information.

Mr. Smith attends the appointment and staff enter additional information to create an application and enrollment.

Two contacts are entered for follow up and customer satisfaction surveys.

Client Arrives

Universal / Core Self-service

Application / Registration/ Eligibility

Paperwork



Work History

Employer Name: * ABC, Inc			
Hourly Wage: *	8.25	Avg. Weekly Hours: *	40
Job Start Date: *	05/01/04	Job End Date: *	07/15/06
Clasf.: *	Full-Time	Plc Type: *	Unsub Emp

Edit Participant

DOB: *	08/11/61	HomeAdd: *	1Main Street
Zip: *	46202	City: *	Indy
State: *	IN	County: *	Marion
Home Ph: *	317-333-8888	Msg Ph: *	317-222-8888
Email: *	jsmith@AOL.com		

Application and Enrollment

New Application

Gender: *	Male	Ctznshp: *	Yes
SelSrvReg: *	yes	Curr Emp Status: *	unemployed
Dsl Wrk Cat: *	N/A	Unemplns: *	Not Receiving
Ed Status: *	not attending	Highest Grd Comp: *	12th gr - diploma
Vet Status: *	Yes	Disabled: *	no

Interested Others

Contact Name: *	John Jones	Home Ph: *	317-222-1111
Contact Name: *	Jim Brown	Home Ph: *	317-222-4133